



Lookingglass Rural Fire District

7173 Lookingglass Rd.
Roseburg, OR. 97471
541 679-5555

Application for Employment

Equal access to program, services and employment is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify the Fire Chief.

Position applied for: _____ Date of Application: _____

Name

Last

First

Middle

Mailing Address

Street

City

State

Zip

Physical Address

Street

City

State

Zip

Telephone # (____) _____ Cell/Other Phone # (____) _____

Email Address _____

If necessary, best time to call you at home is _____ ☐ PM ☐ AM May we contact you at work? ☐ Yes ☐ No

If yes, work number and best time to call (____) _____ ☐ AM ☐ PM

Social Security Number _____ - _____ - _____ Date of Birth ____ / ____ / ____

Oregon Driver's License _____ Do you have a valid Oregon Driver's License? ☐ Yes ☐ No

Date available for work? ____ / ____ / ____ Have you ever been convicted of a Felony ☐ Yes ☐ No

Are you able to meet attendance requirements? ☒ Yes ☐ No Will you work overtime if required? ☒ Yes ☐ No

If no, please explain _____

Veteran? ☐ Yes ☐ No Branch of Service _____ NOTE: (If applying for Veterans' Preference, the Veterans' Preference form must be submitted with the required documentation)

EMPLOYMENT HISTORY

Provide the following information of your past and current employers starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comments section.

EMPLOYER	DATES EMPLOYED:		START DATE TO END (OR CURRENT) DATE
			()
ADDRESS	CITY	STATE	PHONE
STARTING JOB TITLE / FINAL JOB TITLE		TYPE OF WORK: JOB RESPONSIBILITIES	
IMMEDIATE SUPERVISOR AND TITLE			
REASON FOR LEAVING			
MAY WE CONTACT FOR REFERENCE <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			

EMPLOYER	DATES EMPLOYED:		START DATE TO END (OR CURRENT) DATE
			()
ADDRESS	CITY	STATE	PHONE
STARTING JOB TITLE / FINAL JOB TITLE		TYPE OF WORK: JOB RESPONSIBILITIES	
IMMEDIATE SUPERVISOR AND TITLE			
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IMMEDIATE SUPERVISOR AND TITLE			
REASON FOR LEAVING			
MAY WE CONTACT FOR REFERENCE <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			

EMPLOYER _____ DATES EMPLOYED: START DATE TO END (OR CURRENT) DATE _____

()
ADDRESS _____ CITY _____ STATE _____ PHONE _____

STARTING JOB TITLE / FINAL JOB TITLE _____ TYPE OF WORK: JOB RESPONSIBILITIES _____

IMMEDIATE SUPERVISOR AND TITLE _____

REASON FOR LEAVING _____

MAY WE CONTACT FOR REFERENCE ☐ Yes ☐ No ☐ Later

Skills and Qualifications - Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

Education Background - High School graduate or GED ☐ Yes ☐ No (Please no dates)

A. List college/tech schools attended, starting with the most recent. B. List number of years completed.
C. Indicate degree or diploma earned, if any. D. Major Field of study E. Minor field of study (if applicable)

A. COLLEGE/TECH SCHOOL	B. NUMBER OF YEARS COMPLETED	C. DEGREE/ DIPLOMA/CERT	D. MAJOR	E. MINOR
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References - List name, address and phone number of three business / work references who are not related to you or were previous supervisors. If not applicable, list three school or personal references not related to you.

NAME	PHONE
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NAME	PHONE
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NAME	PHONE
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Additional Information - List professional, trade, business or civic associations and any offices held.

List special accomplishments, publications, awards, etc. -

List any additional information you would like us to consider.

The Lookingglass Rural Fire District assures fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, age, sex, religious affiliation, marital status, disability, veteran status, sexual orientation, or genetic information or any other protected class under State and/or Federal law and with proper regard for their privacy and constitutional rights as citizens.

Applicant Statement:

I certify that all information I have provided in order to apply for and secure work with the Fire District is true, complete and correct. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to cancel further consideration of this application or immediately discharge me from the Lookingglass Rural Fire Districts service, whenever it is discovered.

I understand that the Lookingglass Rural Fire Districts does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, for any lawful reason and without prior notice except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period of definite duration. I understand that no supervisor or representative of the Lookingglass Rural Fire District is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Fire Chief.

I also understand that if I am hired:

- *I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard;*
- *I authorize the Lookingglass Rural Fire Districts to verify the employment and education information provided in this application.*
- *I authorize my driving record to be checked if the position for which I am applying requires driving.*
- *I understand and agree to be subjected to a pre-employment drug screening and criminal history background check, if applicable.*

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement. I further acknowledge that no offer or promise of employment has been made to me at this time.

Signature of Applicant

Date

(Please Note: Application must be filled out in its entirety to be considered and if not signed by applicant, application Will be disqualified.

“The Lookingglass Rural Fire Districts is a DRUG FREE/TOBACCO FREE workplace”

Administrative Use Only

Reference Check

Employer

Person Contacted

Results

Test Results:

Tests Administered

Score(s)

Comments

Notes: